



# Understanding the SEMAP Rating Process



# Objectives

After completing this workshop, you should be able to:

- Understand how to complete and send your SEMAP certification via the Internet.
- Understand when and how to give HUD additional information about your PHA's performance.
- Understand how SEMAP ratings are assigned for each indicator.

# Key Points

- ▶ SEMAP ratings will be assigned starting in fall 2000 for PHAs with 9/30/2000 FYE.
- ▶ The SEMAP certification form and ratings have been automated in PIC so HUD and PHAs can access the same SEMAP data.
- ▶ SEMAP ratings are assigned based on **PHA certifications, MTCS data, field office review, and audit reports.**

# Today

- Will not review each indicator in detail
- Will not explain in detail how points are assigned for various levels of performance
- Rather, will highlight important facts to understand about the automation of SEMAP and about several of the indicators.

# Automation of SEMAP

# SEMAP Certification

- Starting with 9/30/00 FYE PHAs, the SEMAP certification must be sent to HUD via the Internet.
- **HUD field offices will assign PIC user IDs and passwords to PHA executive directors and staff.**
- The SEMAP certification is due within 60 calendar days of FYE.
- A late SEMAP certification triggers an automatic SEMAP rating of “troubled”.

# Automated SEMAP Certification

- The automated certification form will appear on the computer screen and will read verbatim like the paper SEMAP certification form.
- The automated form will have radio buttons for the PHA to answer ☐ yes or ☐ no, and data entry fields  for the PHA to enter data.

# Very Small PHAs

Check here if the PHA expends less than \$300,000 a year in federal awards. ☐

Indicators **1 - 7 will not be rated** if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year **must still complete the certification** for these indicators.



# Review of the SEMAP Indicators

# Ratings for 1st Seven Indicators

- The ratings for a PHA's performance under the first seven SEMAP indicators will be based directly on the PHA's certification to HUD.

# 1. Selection from the Waiting List

- a. The PHA must have **written selection policies** in its administrative plan.

PHA Response ☐ Yes ☐ No

- b. **At least 98%** of families must be selected from the waiting list in accordance with the PHA's policies.

PHA Response ☐ Yes ☐ No

**15 points**

## 2. Reasonable Rent - part a.

- a. The PHA must have a **reasonable written method** to determine for each unit leased that the rent to owner is reasonable based on current rents charged for comparable unassisted units. The method must take into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities provided by the owners.

PHA Response ☐ Yes ☐ No

## 2. Reasonable Rent - part b.

- b. The **PHA must follow its written method** to determine reasonable rent and document its determination that the rent to owner is reasonable as required for (check one):

PHA Response

- ☐ At least 98% of units sampled    ☐ 80 to 97% of units sampled  
☐ Less than 80% of units sampled

**20/15 points**

### 3. Determination of Adjusted Income

At admission and reexamination, the PHA must properly:

- Obtain third party verification of income;
- Use the verified information;
- Properly attribute allowances for expenses; and,
- Where the family is responsible for utilities under the lease, use the appropriate utility allowances for (check one):

PHA Response

☐ At least 90% of files sampled

☐ 80 to 89% of files sampled

☐ Less than 80% of files sampled

20/15 points

## 6. HQS Enforcement

The PHA must ensure that when a unit fails an HQS inspection, any life-threatening deficiencies are corrected within 24 hours, and all other HQS deficiencies are corrected within no more than 30 calendar days. If HQS deficiencies are not corrected within the required time frame, the PHA must stop housing assistance payments or must take prompt action to enforce the family obligations for (check one):



**At least 98% of cases sampled**



**Less than 98% of cases sampled**

**5 points**

# PHA Quality Control Samples

- Required by 7/26/99 technical amendment (Notice PIH 99-41) for the following indicators:
  - 1. Selection from the Waiting List
  - 2. Reasonable Rent
  - 3. Determination of Adjusted Income
  - 6. HQS Enforcement



## 7. Expanding Housing Opportunities

- Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐ \*

- \* **If checked, the HUD field office will verify that the PHA operates in only non-metropolitan areas.**
- Six separate actions required by SEMAP standard; all six parts must be certified yes for 5 points.

# Indicators 1-7

## Ratings Based on PHA Certification

- The rating on each of indicators 1 - 7 will be based directly on what the PHA reports on its SEMAP certification.
  - These ratings will be subject to change later, upon receipt of the PHA's annual audit report for the rated fiscal year.

# **Ratings on Indicators 1-7**

## **Possible Field Office Modifications**

- May be modified at any time by the HUD field office based on an on site confirmatory review.
- May be modified by the HUD field office, upon receipt of the PHA's annual audit report for the rated FY, based on information in the report.

## 8. Payment Standards

The PHA must adopt payment standards for the voucher program, by unit size, **for each FMR area** in the PHA jurisdiction and, if applicable, **for each PHA-designated part of an FMR area**, that are between 90 and 110 percent of the HUD-published FMR.

PHA Response   ☐ Yes   ☐ No

**5 points**

# 8. Payment Standards

- Enter current FMRs and Payment Standards (PS)

FMR Area Name

FMR 1 OF 2



0-BR FMR  1-BR FMR  2-BR FMR  3-BR FMR  4-BR FMR

PS  PS  PS  PS  PS

Save

Add

Delete



# Requirements for Indicator 8 - Payment Standards

- Each payment standard schedule must have payment standards set within 90 to 110% of the current published FMR.
- Rounding off is not allowed:

E.g.,            1-BR FMR \$429

- 90%            \$386.10 - PS may not be \$386
- 110%          \$471.90 - PS may not be \$472

## Requirements for Indicator 8 - Payment Standards

- PHAs should provide their latest payment standard schedules in force at the time of FYE.
- PHAs should include only payment standard schedules that are within the PHA's discretion to establish. PHAs should not include any exception payment standard schedules that were approved by HUD.

# Ratings for Indicator 8 - Payment Standards

- PIC will review each payment standard schedule and will flag **(in red)** any payment standard that is outside of the basic range from the PHA-reported FMR.
- **The HUD field office will also manually review each payment standard schedule to determine if the PHA used the correct current HUD-published FMRs in setting its payment standards.**
  - If any payment standard schedule contains a payment standard that is **out of range** from the **appropriate** FMR, the field office will assign 0 points for the indicator.



# **Indicators 9 - 12**

## **Ratings Based on MTCS**

***Remember!***

## **Must have at least 85% Reporting to MTCS**

- If a PHA has not reported at least 85% of its program participants to MTCS, any indicator for which HUD verifies performance using MTCS data will be rated zero:

- Annual reexaminations 10 points
- Correct tenant rent 5 points
- Pre-contract HQS inspections 5 points
- Annual HQS inspections 10 points
- FSS enrollments & escrows 10 points

# The MTCS Reporting Rate

**Number of Families Reported to MTCS**

**Average Number of Units Leased**  
**(from last approved YES)\***

\*If the data from the last approved YES no longer closely reflects the number of families actually assisted in a PHA's program, the PHA may present to the HUD field office documentation the the actual number of families assisted (e.g., supporting statement for monthly admin fees earned; records of monthly assistance payments made).

## 9. Annual Reexaminations

The PHA must complete a reexamination for each participating family at least every 12 months.

PHA Response

☐

Yes

☐

No

10/5 points

# Rating Annual Reexaminations

- MTCS SEMAP Indicators Report shows the percent of families with late annual reexaminations.
  - Must be less than 5 percent late for full 10 points.
- MTCS Late Reexam Discrepancy Report gives list of families whose annual reexamination is late.

## 10. Correct Tenant Rent Calculations

The PHA must correctly calculate tenant rent in the rental certificate program and family rent to owner in the rental voucher program.

PHA Response

☐

Yes

☐

No

**5 points**

# Rating Tenant Rent Calculations

- MTCS SEMAP Indicators Report shows the percent of all families with tenant rent discrepancies.
  - Must be 2 percent or fewer discrepancies for 5 points.
- MTCS Tenant Rent Discrepancy Report gives list of families with rent discrepancies.

## 12. Annual HQS Inspections

- *Note! Indicator 12 will not be rated initially.*
- Since MTCS did not require that each annual HQS inspection be reported when it occurred, MTCS does not currently have fully accurate data to measure performance on this indicator.
- The new form HUD-50058 will have an action code to allow reporting of the annual HQS inspection at the time it occurs. HUD plans to rate this indicator starting for PHAs with 9/30/01 FYE.



# Measuring Lease-Up

## 13. Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under **[budget]** for at least one year.

PHA Response

☐ Yes ☐ No

20/15 points

# ***Lease-Up Indicator Will be Changing!***

- $$\frac{\text{Average number of units leased}}{\text{Number of units budgeted}}$$
 has been found unworkable.
- When HUD converted certificate funding to voucher funding, it often resulted in more units in the voucher budget, but no decrease in units in the certificate budget.

# **New! Lease-Up Standard**

■ Average number of units leased (last YES)

**Number of units under ACC**

- Units under ACC will exclude units obligated during the last PHA FY (12 months) and any units for litigation.

# SEMAP Lease-Up Rule Change

- The new lease-up standard will conform to the voucher renewal regulation and the unit allocation notice.
  - An amendment to the SEMAP rule is underway
  - HUD hopes to have this change effective by approximately October 15, 2000.
  - The unit allocation notice is also being amended to count units under ACC as described above.

# Lease-Up PH Relo/Replacement Vouchers

- Under the planned new standard, units under ACC will not exclude units obligated for Public Housing relocation and replacement.
  - If a PHA has PH relocation/replacement vouchers that it will not use during the PHA FY because demolition or disposition has not reached the stage where the vouchers are needed, the PHA must ask its HUD financial analyst to change the ACC effective date to an appropriate date in the future.

# Lease-Up

## Not Enough Budget Authority

- In the event a PHA has insufficient allocated budget authority to lease 98 or 95 percent of the units under ACC, HUD will consider whether the PHA has used at least 98 or 95 percent of its allocated budget authority.
- Rule: *“The percent of units leased, or the percent of allocated budget authority expended during the last PHA fiscal year was 98 percent or more.”*

## 13. Rating Lease-Up for 9/30/00 FYE

- The HUD FMC will create a computer program that will compute lease-up using HUDCAPS data for each PHA with 9/30/00 FYE.
  - Print-outs of the lease-up data will be provided to HUD field staff for manual input into the SEMAP rating module.
  - Longer term, HUD plans to automate the transfer of data from HUDCAPS to the PIC SEMAP module.



## 14a. Family Self-Sufficiency Enrollment

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐ \*

**\*If checked, the HUD field office will verify that the PHA is not required to administer an FSS program.**

# 14a. Family Self-Sufficiency Enrollment

## PHA Response

a. Number of Mandatory FSS slots

OR, Number of mandatory slots under  
HUD-approved exception

b. Number of FSS families currently enrolled

c. **Portability:** If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA.

Percent of FSS slots filled (b+c divided by a)

# Rating FSS Enrollment

- The HUD field office will verify the number of mandatory FSS slots (or the number of mandatory slots under a HUD-approved exception) reported on the PHA's certification.
- MTCS supplies the number of FSS families currently enrolled.

## 14b. Percent of FSS Participants with Escrow Balances

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐ \*

**\*If checked, the HUD field office will verify that the PHA is not required to administer an FSS program.**

## 14b. Percent of FSS Participants with Escrow Balances

The PHA has made progress in supporting family self- sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.

PHA Response      ☐ Yes      ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA.

# Rating FSS Escrow Account Balances

- The percent of FSS families with escrow account balances comes directly from MTCS:

**Number of FSS families with a positive escrow balance,  
or with a positive amount of escrow disbursed**

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**Number of families in MTCS with FSS progress reports**

**= Percent with escrow accounts balances.**

# **Deconcentration Bonus Indicator**

## **(Optional for PHAs with Jurisdiction in Metropolitan FMR Areas)**

# Deconcentration Bonus Indicator

- A metropolitan PHA may submit data to HUD which show the extent to which Section 8 families with children **live** in low poverty areas or **move** to low poverty areas.
- A PHA **must meet one of three criteria** to qualify for 5 points under the bonus indicator.



# The three deconcentration criteria:

The PHA must submit with its certification data which show:

- (1) **Half or more** of all Section 8 families with children assisted by the PHA in its principal operating area **resided in low poverty census tracts** at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who **moved to low poverty census** tracts in the PHA's operating area **during the last PHA FY** is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or
- (3) Same as (2), but during the last **two** PHA fiscal years.

# Deconcentration - Terms to Understand

- PHA's principal operating area - the geographic entity for which the Census tabulates data that most closely matches the PHA's geographic jurisdiction under State or local law (e.g., city, county, MSA)
- Low poverty census tract - a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or with a poverty rate at or below 10%, whichever is greater.

## Deconcentration Addendum - Criterion 1:

- a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who **live in low poverty census tracts**.

- b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.

- c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more?

☐

Yes

☐

No



## Deconcentration Addendum - Criterion 2:

- a. **Percent** of all Section 8 families with children **residing in low poverty census tracts** in the PHA's POA at the end of the last completed PHA FY.
- b. **Number** of Section 8 families with children who **moved to low poverty census tracts** during the last completed PHA FY.
- c. **Number** of Section 8 families with children who **moved** during the last completed PHA FY.
- d. **%** of all Section 8 mover families with children **who moved to low poverty census tracts** during the last completed PHA FY (line b divided by c).

Is line d at least two percentage points higher than line a? ☐ Y ☐ N

## Deconcentration Addendum - Criterion 3:

- a. **Percent** of all Section 8 families with children **residing in low poverty census tracts** in the PHA's POA at the end of the last completed PHA FY.
- b. **Number** of Section 8 families with children who **moved to low poverty census tracts** during the last **two** completed PHA FYs.
- c. **Number** of Section 8 families with children who **moved** during the last **two** completed PHA FYs.
- d. **%** of all Section 8 mover families with children **who moved to low poverty census tracts** over the last **two** completed PHA FYs (line b divided by c).

Is line d at least two percentage points higher than line a? ☐ Y ☐ N

# Deconcentration Addendum - State and Regional PHAs

- State and regional PHAs must complete a copy of the deconcentration addendum **for each metropolitan area** or portion of a metropolitan area (i.e., principal operating areas) **where the PHA has assisted 20 or more Section 8 families with children** in the last completed PHA FY.
  - HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.**



# Additional Information

- A PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in completing its certification.
- [Go to Comments](#)
- A PHA may also send paper documentation to HUD field office.


# The SEMAP Rating Profile






## Rating Profile - Field Office View

Indicator #	Previous Rating	Current Rating	HA Appeal Rating	Comments	HUD/FO Rating	Comments
1	NA	15	-	<a href="#">View</a>	15 ▾	<a href="#">Add</a>
2	NA	20	-	<a href="#">View</a>	20 ▾	<a href="#">Add</a>
3	NA	20	-	<a href="#">View</a>	20 ▾	<a href="#">Add</a>
4	NA	5	-	<a href="#">View</a>	5 ▾	<a href="#">Add</a>
5	NA	5	-	<a href="#">View</a>	5 ▾	<a href="#">Add</a>
6	NA	10	-	<a href="#">View</a>	10 ▾	<a href="#">Add</a>
7	NA	5	-	<a href="#">View</a>	5 ▾	<a href="#">Add</a>
8	NA	NA	NA	<a href="#">View</a>	NA ▾	<a href="#">Add</a>
9	NA	10	-	<a href="#">View</a>	10 ▾	<a href="#">Add</a>
10	NA	0	-	<a href="#">View</a>	0 ▾	<a href="#">Add</a>
11	NA	5	-	<a href="#">View</a>	5 ▾	<a href="#">Add</a>
12	NA	NA	NA	<a href="#">View</a>	NA ▾	<a href="#">Add</a>
<a href="#">Enter the 13th Indicator Details</a>						
<a href="#">Enter the 14th Indicator Details</a>						
Bonus	NA	0	-	<a href="#">View</a>	0 ▾	<a href="#">Add</a>

PIC Practice	Indicator #	Initial Rating	Current Rating	HA Appeal Rating	Comments	HUD/FO Rating	
SEMAP	1	NA	15	-	<a href="#">View</a>	15 ▾	
	2	NA	20	-	<a href="#">View</a>	20 ▾	
	3	NA	20	-	<a href="#">View</a>	20 ▾	
					<a href="#">View</a>	5 ▾	
					<a href="#">View</a>	5 ▾	
					<a href="#">View</a>	10 ▾	
					<a href="#">View</a>	5 ▾	
					<a href="#">View</a>	5 ▾	
	9	NA	10	-	<a href="#">View</a>	10 ▾	
	10	NA	5	-	<a href="#">View</a>	5 ▾	
	11	NA	0	-	<a href="#">View</a>	0 ▾	
	12	NA	NA	NA	<a href="#">View</a>	NA ▾	
<a href="#">Enter the 13th Indicator Details</a>							
<a href="#">Enter the 14th Indicator Details</a>							


**SEMAP - 13 Indicator Details - Netscape**

Enter Lease-up Percentage

# Rating Profile

1. Waiting List	15	
2. Reasonable Rent	20	
3. Adjusted Income	20	<b>PHA Certification</b>
4. UA Schedule	5	(subject to modification
5. HQS QC	5	based on audit)
6. HQS Enforcement	10	
7. Expanding Housing	5	
8. Payment Standards		<b>5 FO</b>
9. Annual Reexams	10	
10. Correct Tenant Rent	<b>MTCS</b>	<b>5</b>
11. Pre-contract HQS		<b>5</b>
12. Annual HQS	<b>NA</b>	
13. Lease-Up		20 HUDCAPS
14. FSS (# enrollments; % w/ escrows)		<b>10 FO</b>

# Rating Profile

Total Points Earned     135

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Total Possible Points    135

= 100% Overall Score

Overall SEMAP Rating - High Performer

# Notification Letter

- The PIC SEMAP module will generate a boilerplate notification letter (which may be modified by the HUD field office to address any field office modification to indicators 1 - 7 based on a confirmatory review or audit report, or any field office modification to the overall SEMAP rating based on other circumstances).

# Modifications to Indicator Ratings in the Discretion of the HUD Field Office

- HUD may modify any rating on indicators 1 - 7 based on an on site confirmatory review.
- HUD may modify any rating on indicators 1 - 7 based on information in the audit report for the PHA fiscal year for which the SEMAP rating is assigned.
- Also applies to the deconcentration bonus indicator.
  - (24 CFR 985.103(d))

# Modification to the Overall SEMAP Rating in the Discretion of the HUD Field Office

- HUD may modify the overall SEMAP rating when warranted by circumstances that have a bearing on the SEMAP indicators (e.g., litigation, fair housing findings, fraud). (24 CFR 985.103(e)(1))
- HUD will automatically assign an overall SEMAP rating of troubled if the last audit report indicates that the auditor is unable to provide an opinion on the PHA's financial statements. (24 CFR 982.103(e)(2))

# SEMAP Deficiencies

- If a PHA receives a rating of zero on any indicator, the PHA must report to HUD on how it corrected the deficiency within 45 days.
- If a PHA receives an overall SEMAP rating of troubled, the PHA is referred to a HUD Troubled Agency Recovery Center (TARC) for an on site review and follow-up corrective action.



# **SEMAP & the Annual Audit Report**

## **Modifications to Indicator Ratings based on the Audit**

- HUD may receive a PHA's annual audit report up to nine months after assigning a SEMAP rating.
- Upon receipt of the annual audit report, the HUD field office will review the report to determine whether there is any information in the report that indicates that the PHA's certifications on indicators 1 - 7 were not accurate.
- The HUD field office must modify a rating on indicators 1 - 7 if the audit report shows a different level of performance than the PHA reported on its SEMAP certification.

# HUD Field Office Modifies Indicator Ratings based on Audit

1. Waiting List	15	0 - < 98% compliance
2. Reasonable Rent	20	
3. Adjusted Income	20	
4. UA Schedule	5	0 - didn't adjust schedule based on 10% heating oil rate change
5. HQS QC	5	
6. HQS Enforcement	10	
7. Expanding Housing	5	

# New Rating Profile

Total Points Earned 105

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Total Possible Points 135

= 78% Overall Score

Overall SEMAP Rating - Standard

# Notification Letter

- The PIC SEMAP module will generate a boilerplate notification letter which may be modified by the HUD field office to address any field office modification to indicators 1 - 7 based on an audit report.
- The HUD field office must explain the reasons for the HUD modifications.

# SEMAP Deficiencies

- If a PHA receives a rating of zero on any indicator, the PHA must report to HUD on how it corrected the deficiency within 45 days.
  - Selection from the waiting list - 0
  - Utility Allowance Schedule - 0

# PHA Appeals

- A PHA may appeal its **overall performance rating** by providing justification of the reasons for its appeal.

# Appeal

Select	Indicator #	Previous Rating	Current Rating	HA Appeal Rating	Comments
<input type="checkbox"/>	1	15	15	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	2	20	20	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	3	20	20	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	4	5	5	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	5	5	5	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	6	10	10	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	7	5	5	NA ▾	<a href="#">Add</a>
<input type="checkbox"/>	8	-	5	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	9	10	10	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	10	0	0	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	11	5	5	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	12	NA	NA	NA ▾	<a href="#">Add</a>
<input type="checkbox"/>	13	20	20	0 ▾	<a href="#">Add</a>
<input type="checkbox"/>	14	0	0	NA ▾	<a href="#">Add</a>
<input type="checkbox"/>	Bonus	0	0	0 ▾	<a href="#">Add</a>

Submit Appeal



# HUD Field Office Modifies Indicator Ratings based on Appeal - PHA FYE 9/30

## PHA Appeal

8. Payment Standards	5		
9. Annual Reexams	0	> 10% overdue	10
10. Correct Tenant Rent	5		
11. Pre-contract HQS	5		
12. Annual HQS	NA		
13. Lease-Up	20		
14. FSS	5	< 80% slots filled	10

# PHA Justification of Appeal

- ▶ PHA presents hard copies of on-time reexam records dated on and after June 1 for all families on its MTCS Late Reexam Discrepancy Report as of 9/30.
- ▶ PHA presents hard copies of new FSS contracts of participations entered on and after June 1.
- ▶ PHA explains that new PHA software installed mid-June prevented entry & transmission of family records from mid-June to September 30. MTCS used data through September 30. PHA also notes that as of 10/31 MTCS shows all these records in the data base.

# **New Rating Profile & Change of Overall Rating due to Appeal**

## **Original Rating:**

Total points earned 120

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Total possible points 135 = 89% Standard

## **Appeal:**

Total points earned 135

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Total possible points 135 = 100% High

# Notification Letter

- The PIC SEMAP module will generate a boilerplate notification letter which the HUD field office may modify to explain its basis for granting the appeal.

# Key Points

- ▶ SEMAP ratings will be assigned starting in fall 2000 for PHAs with 9/30/2000 FYE.
- ▶ The SEMAP certification form and ratings have been automated in PIC so HUD and PHAs can access the same SEMAP data.
- ▶ SEMAP ratings are assigned based on **PHA certifications, MTCS data, field office review, and audit reports.**